

Responsible Charge on LPA Projects



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Richmond, Virginia
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“Responsible Charge”

- Not a new rule
- Not a full time job but must be a full time employee of the locality--
Typically not the LPA Project Engineer
- Not a consultant hired by locality



“Responsible Charge”

(See Handout)

- Federal Regulation 23 CFR 635.105 – LPA must provide a full time employee of the LPA to be in “responsible charge” of project
 - Not required to be engineer
 - Required even if a consultant is retained by LPA to act as the locality’s engineer
 - Not a full time job, but must be full time on the locality’s staff
 - Does not have to be the same person in design as in construction

Responsible Charge's Key Role

- Acts as the primary point of contact for the locality with VDOT's Project Manager / District Project Coordinator
- Attends all key project related meetings
- Is involved in and/or knowledgeable of key project decisions



Responsible Charge Typical Duties

Oversees project activities:

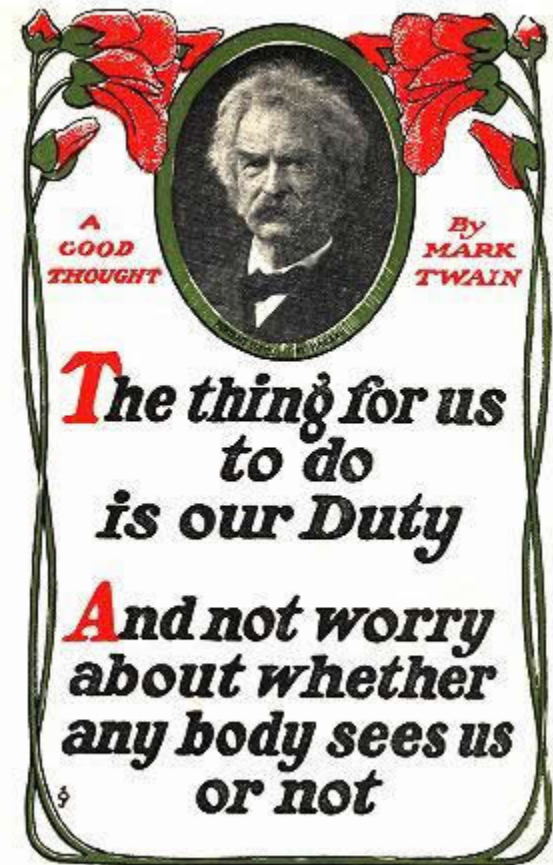
- Costs – keeps decision makers informed of changes
- Time - adherence to contract requirements – for project & any consultants
- Familiar with project scope
- Ensures contract is properly recorded
- Oversees construction contract administration & ensures proper documentation of project

Duties.....cont.

- Makes or participates in decisions that require change orders or supplemental agreements
- Reviews financial processes, transactions and documentation
- Visits and reviews the project
- Ensures project reports are sent to VDOT as required
- Notifies VDOT of personnel changes in responsible charge
- Knows Staffing Qualifications of LPA & consultants

Duties.....cont.

- *Doesn't have to be in the field everyday if you have a CE&I consultant*
- *BUT...needs to be able to answer project status questions*



Questions?



"Those responsible for putting my client in charge of the henhouse should be on trial here, not my client, who, as a fox, was only doing his job."

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